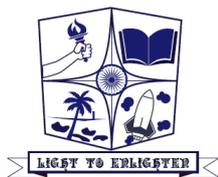


19 GUIDELINES FOR SUBMISSION OF ON-LINE APPLICATION (2025-'26)





GOVERNMENT OF PUDUCHERRY
MAHATMA GANDHI GOVERNMENT ARTS COLLEGE, MAHE
 P.O. NEW MAHE - 673 311
www.mggacmahe.ac.in
mggac.mahe@nic.in
admission@mggacmahe.ac.in
 0490-2332319



GUIDELINES FOR SUBMISSION OF ONLINE APPLICATION (UG COURSES) (2025-'26)

1. This application procedure is **only** to the **UG courses** offered in the **Mahatma Gandhi Government Arts College, Mahe**. The details of the courses, selection criteria etc can be found in the Information Brochure
2. The application fee should be paid as per the details given in the table of Section 7 of Information Brochure
3. The admission will be done subject to the rules and orders of the Government of Puducherry, Pondicherry Central University, Centac and Admission Committee of the College
4. Applicants are required to have a **valid personal email ID** and **mobile number** which should be kept active during the entire admission process, so that the college may send alerts, important communications etc., regarding admission.
5. Applications should be submitted **ON-LINE**.
6. **The applicants have to visit the website for any updates or check his/her SMS and mail for any intimations regarding counselling/admission.**
7. The on-line application starts on **(will be notified on the website)** and ends on **(will be notified on the website)**.
8. **Duplicate/multiple applications**, with same or different mail id **will be rejected** without any intimation.
9. **Registration is the first step of on-line application. After completing registration, applicants should login with the application number and OTP received in their mobile to complete the application. Otherwise the application will become incomplete and the applicant will be removed in the admission procedures**
10. Applicants are required to fill carefully all details in the on-line application form without making any spelling mistakes. On submission of on-line application successfully, applicants should take a printout of the application form and **should keep with them during the entire admission process**
11. **Application once submitted, will not be allowed to edit**
12. Mere submission of application form does not entitle an applicant to be considered for admission to the programme applied unless he/she fulfils the eligibility criteria/ merit conditions
13. **Applicants must fully satisfy themselves about their eligibility as prescribed, before filling in the application form**

14. ON-LINE Applicants should be ready with the following (as per eligibility) to upload while filling the on-line application form - photo and signature in **JPEG or PNG** format and other documents as **PDF**
15. All details connected with admission will be communicated only through e-mail (**admission@mggacmahe.ac.in**)
16. **No Agency/Person is authorized** to assure seats or to do admission independently other than the Admission committee of the college
17. Admission Helpline
 - (a) General Queries - **0490-2332319, 9446032319** (during office hours)
 - (b) Technical Issues (E-mail) : **admission@mggacmahe.ac.in**
18. Notifications, Information Brochure, Guidelines etc can be downloaded from the website www.mggacmahe.ac.in
19. Visit the official website of the college www.mggacmahe.ac.in regularly for admission updates
20. If the applicant makes any false statement(s) or omits to state any significant information in the on-line application form, or if the applicant makes any misrepresentation concerning the application, the application may be disqualified
21. Candidates will be selected for admission strictly in accordance with the selection criteria specified in the Information Brochure and the final list will be published in the College website
22. Those who have not received the Qualifying Examination Certificates yet, can register, fill and save all the other details and complete the Application later, before the last date
23. Fake registrations (registrations without any entries in the online application form) **will not be considered for admission procedures** and will be removed from the application database after the last date of receiving online application, without any intimation.
24. All unfinished applications will be considered incomplete and will be removed from the application database after the last date of receiving on-line application, without any intimation.
25. Applications without attachments of certificates of SSLC and HSE/Equivalent (original or available printout) will not be considered.

19.1 INSTRUCTIONS TO FILL ON-LINE APPLICATION FORM

Candidates seeking admission to various undergraduate courses are instructed to fill on-line application forms with utmost caution as the submitted (FINALIZE & SUBMIT) application will not be allowed to edit.

1. An active **mobile number** and a valid **email id** are mandatory to register, fill and submit on-line application and to download the allotment order (if allotted). Mobile OTP is required to register and login.
2. Visit www.mggacmahe.ac.in (Figure 4), go to admission page (Click the Admission Button shown on the Home Page).

3. Read the application **submission guidelines**

Figure 4: College Website Home Page

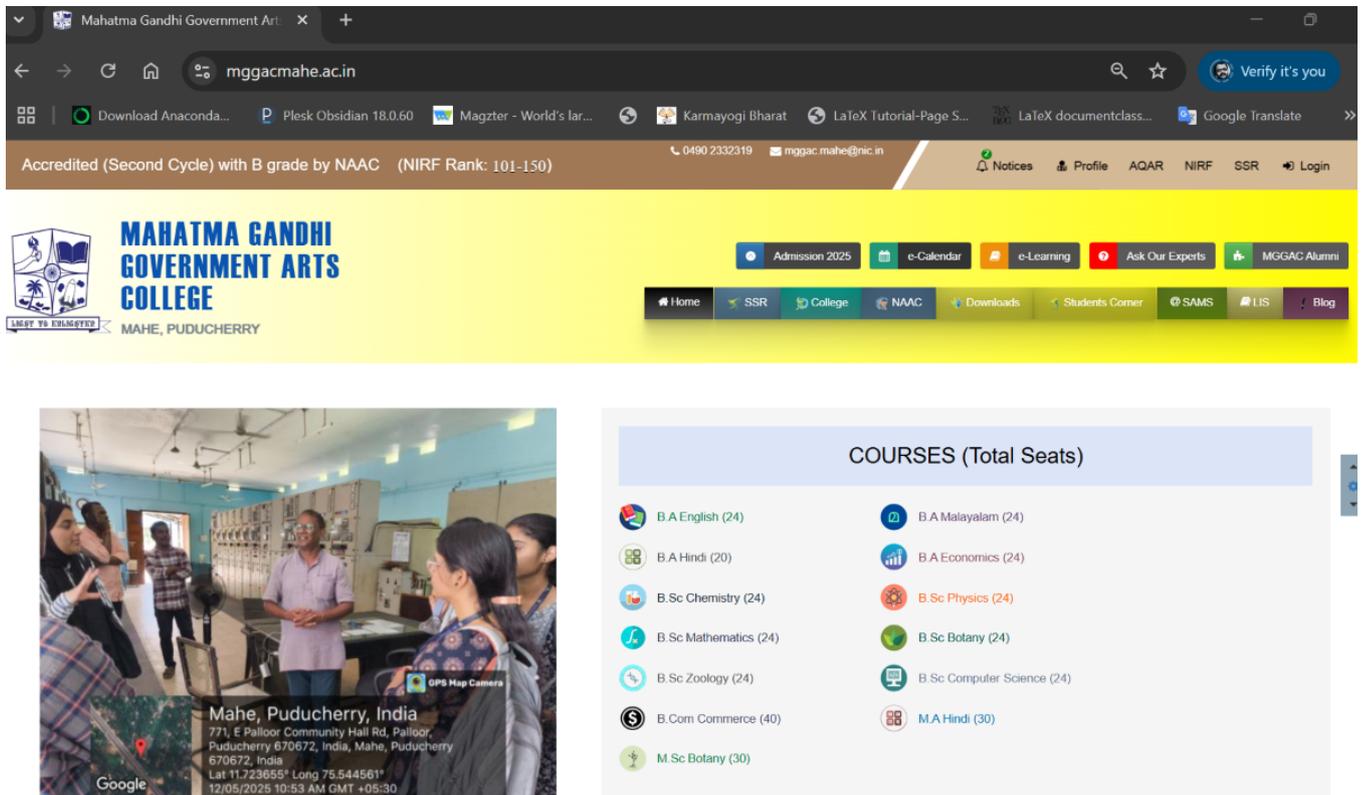
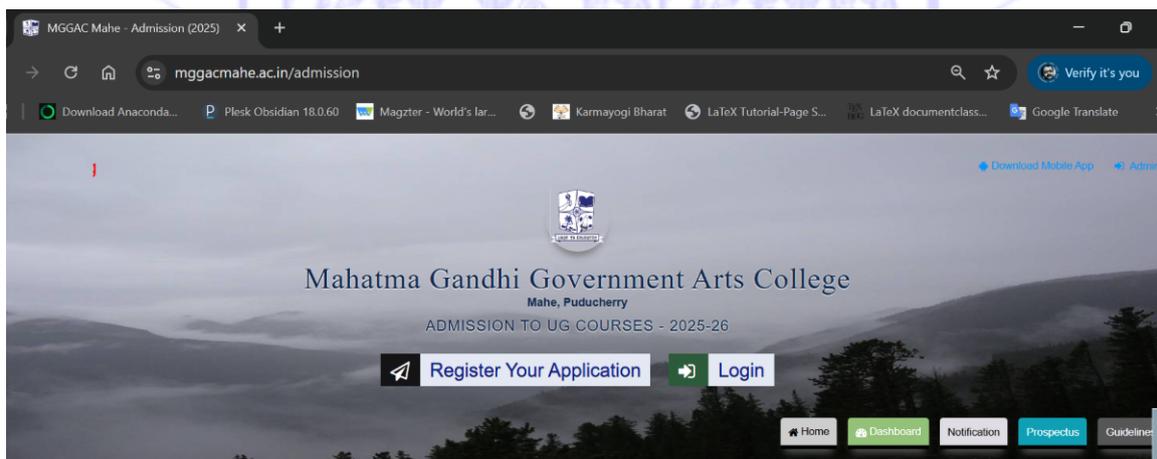


Figure 5: Admission Home Page



APPLICATION STATISTICS

NOTIFICATIONS

The page is opened only for testing

4. **Hovering the mouse over the titles on the notice board** (or on the scrolling titles) gives the description of each item. No need to click on the titles. In mobile phone browsers, just **tap the titles** to get description of the items in the notice board.
5. Click the **Register Your Application** button. Registration of the candidate shall be the first step of On-line Application. (Figures 5 and 6)

Figure 6: Registration

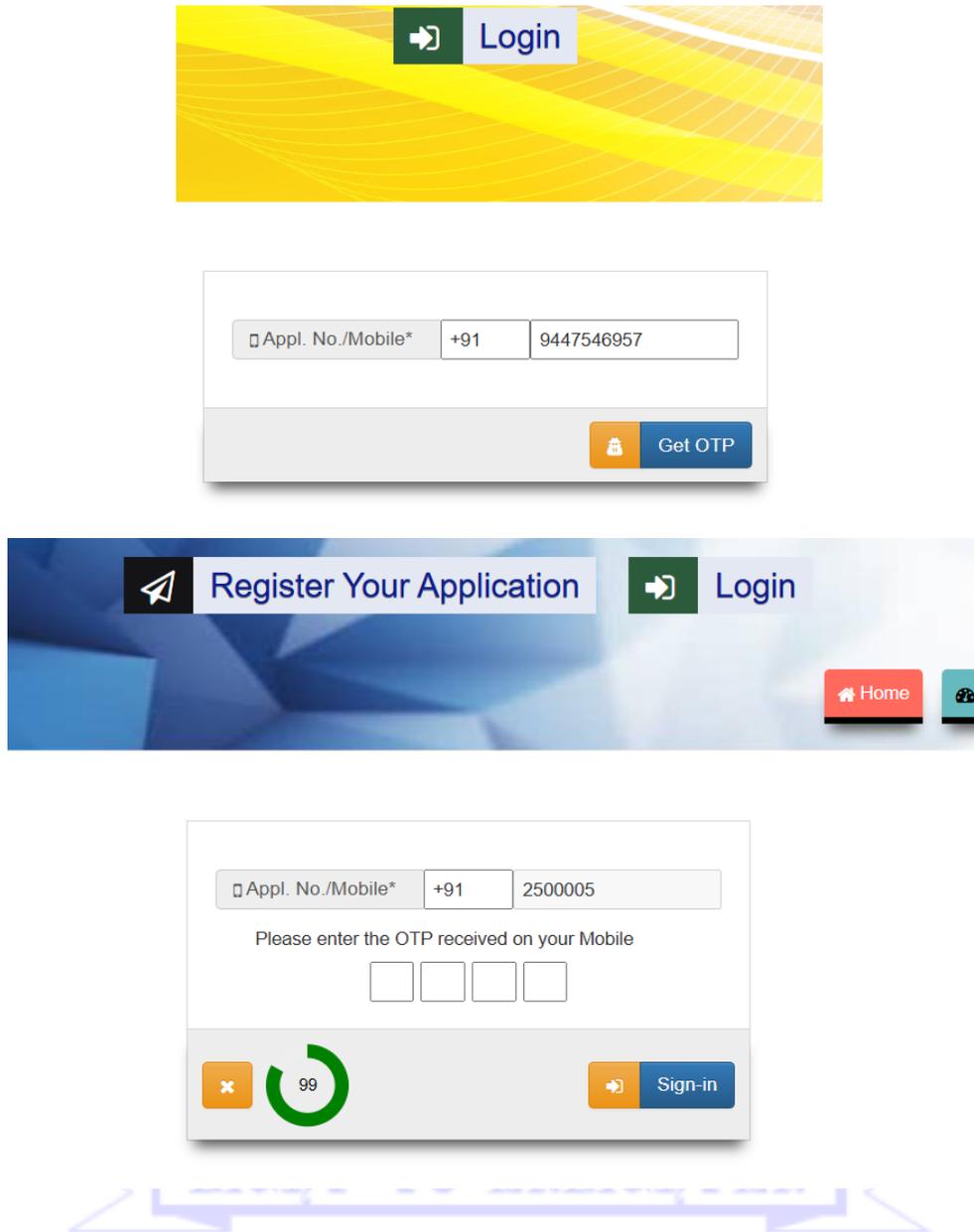
The screenshot shows a registration form for MGGAC UG Admission. The form is titled 'REGISTRATION' and includes the following fields and elements:

- Your Name***: A dropdown menu set to 'Mr.' and a text box containing 'Tharan Sandeep'.
- Mobile***: A dropdown menu set to '+91' and a text box containing '9447546957'. To the right is a green circular progress indicator showing '110'.
- OTP Field**: A prompt 'Please enter the OTP received on your Mobile' followed by four empty input boxes.
- E-Mail***: A text box for entering an email address.
- Submit Button**: A blue button with a document icon and the text 'Submit'.

Below the form is a banner with the text 'LIGHT TO ENLIGHTEN' in a stylized font.

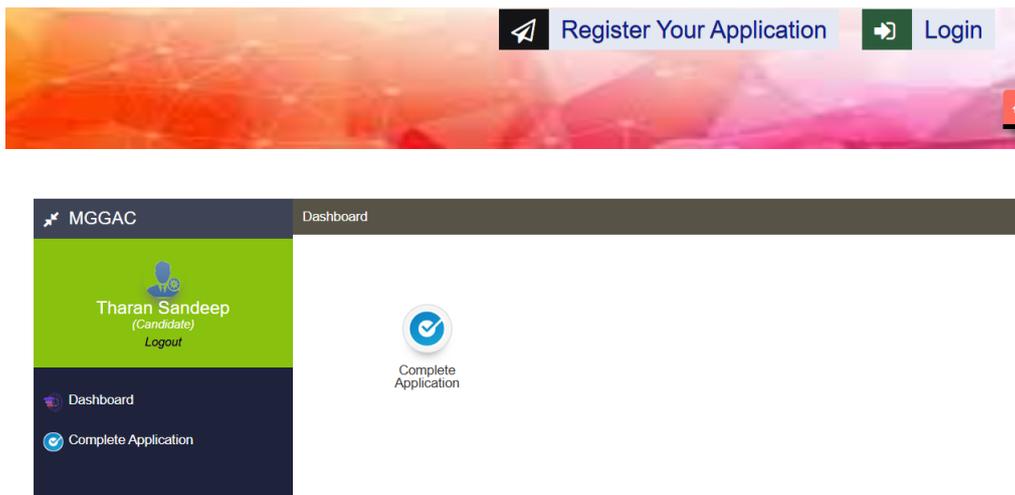
6. Enter the name and mobile number of the applicant. Click on **Get OTP**. Enter the OTP received, give email id and click **SUBMIT** button.
7. Once the Registration is done, candidate can get the **Application Number** in the registered mobile number. Sometimes there will be a delay in receiving SMS.
8. Applicant can login to the portal using the **application number/Registered Mobile Number** and OTP received in the mobile. (Figures 7 and 8)

Figure 7: Login



9. Click Complete Application

Figure 8: Click Complete Application



- Carefully enter Fee & Basic Details, Address, Qualifying Examination, Choices and Study details by clicking the corresponding buttons. In each stage the applicant has to click the **SAVE** button. (Figures 9 and 10)

Figure 9: Enter the basic details

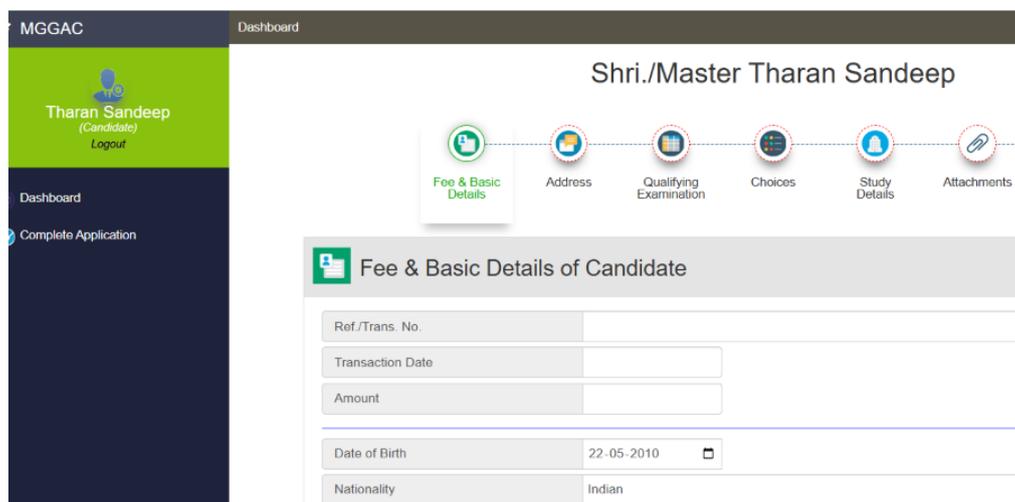
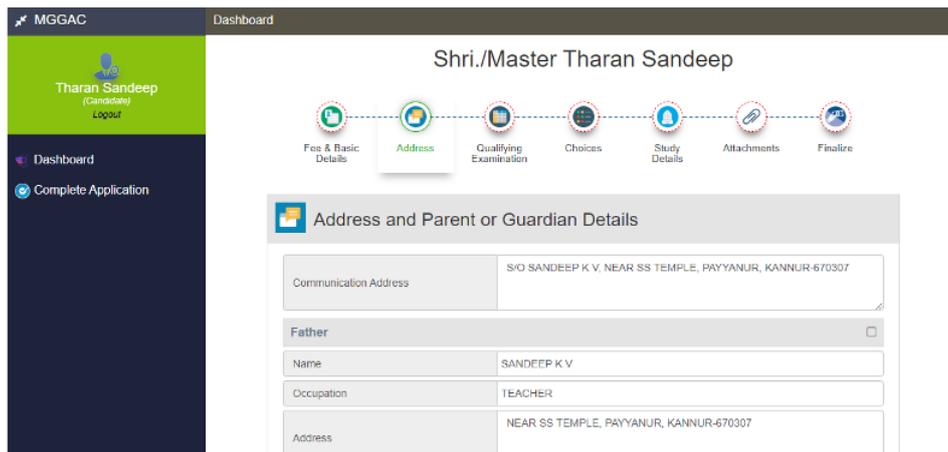


Figure 10: Click SAVE button in each section



11. Enter the **Reference/Transaction Number** of on-line fee (application fee) payment. To know how to pay the application fee, refer **Section 7** of Information Brochure.
12. Horizontal and Vertical Reservation fields are meant only for Pondicherry Residents ([To know more on residence criteria, see the Information Brochure section 10](#))
13. Type Name of Course, Board etc in the **Qualifying Course Details** section
14. Language Preferred is the additional language, the applicant wants to study
15. In address details, type the address (including PIN) and other details carefully
16. In the **Marks Scored in the Qualifying examination**, choose your subjects from the side button and enter your marks. (Refer figure 11)

Figure 11: Marks Scored in the Qualifying Examination

Marks Scored in the Qualifying Examination			
Choose Subjects			
SUBJECT	MARK	MAX. MARK	%
English	98	100	98.00
Malayalam	100	100	100.00
Physics	100	100	100.00
Chemistry	99	100	99.00
Mathematics	100	100	100.00
Biology	97	100	97.00
Total (Distinction)	594	600	99.00 %

17. If the courses **are not listed** in the “Choose Subjects”, the applicant can select “Additional Paper-1”, “Additional Paper-2” etc instead of their unlisted papers.
18. Select the choices (Main Subjects Preferred, based on the eligibility of the applicant) (Maximum 4 choices - see figure 12). **Based on the eligibility (see the Information Brochure section 12) of the applicant only a few of the Courses will be active. Applicants from Kerala can choose out of 7 subjects only. They are not eligible to apply for BA English, BA Economics, BA Malayalam and BCom. Refer subsection 11.1 of Information Brochure for details. Also Non-Resident applicants don't have any community reservation and are considered purely based on merit and eligibility.**

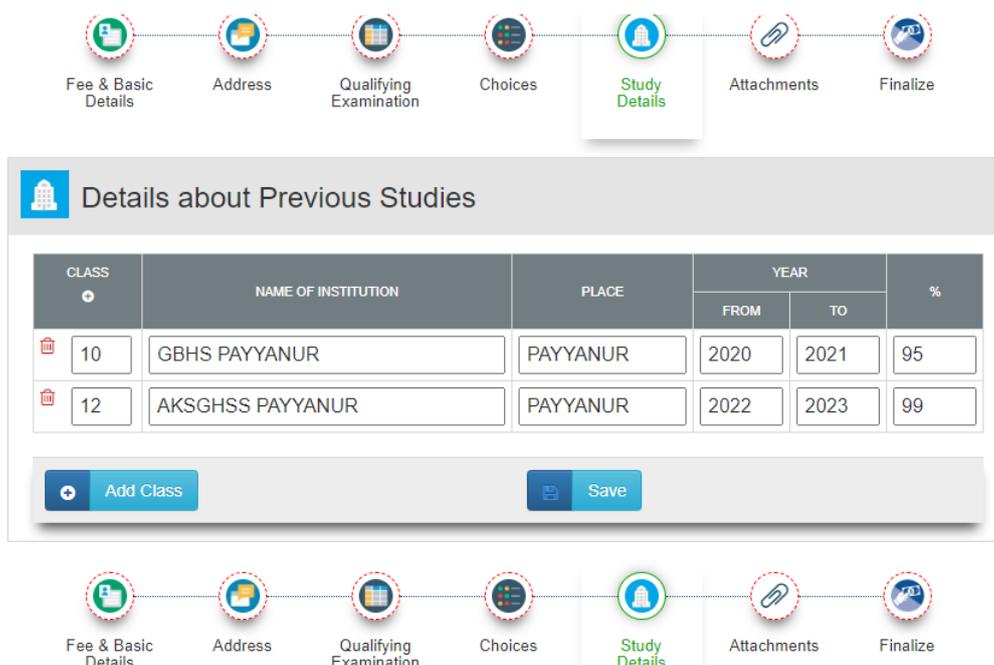
Figure 12: Choices

The screenshot shows a web interface titled "Choices of Candidate". Below the title is a section "Choose Your Choices (Max. 4 Choices)". It contains a table with two columns: "COURSE" and "CHOICE NO.". The table lists various courses with checkboxes for selection. The following table represents the data shown in the screenshot:

COURSE	CHOICE NO.
<input type="checkbox"/> B.A English	
<input type="checkbox"/> B.A Malayalam	
<input type="checkbox"/> B.A Hindi	
<input type="checkbox"/> B.A Economics	
<input checked="" type="checkbox"/> B.Sc Chemistry	2
<input checked="" type="checkbox"/> B.Sc Physics	1
<input type="checkbox"/> B.Sc Mathematics	
<input type="checkbox"/> B.Sc Botany	
<input type="checkbox"/> B.Sc Zoology	
<input checked="" type="checkbox"/> B.Sc Computer Science	3
<input type="checkbox"/> B.Com Commerce	

19. The first clicked(tick-marked) course will be the Choice-1, the second clicked one Choice-2 and so on. Choice once marked can be changed by clicking again in the tick-mark box. Refer figure 12.
20. Enter the study details of applicant (8th to 12th classes). **% of mark is not mandatory. Leave it blank if not required. Only 2 digits can be entered there. Eg: For 95.5%, enter 95 or 96.** Refer figure 13

Figure 13: Study Details



21. Maximum Sizes of uploading documents are as Photo : 100 kB, Signature : 50 kB and pdf files : 1 MB
22. ON-LINE Applicants should be ready with the following (as per the eligibility/claim) to upload, before filling the on-line application form

Sl. No.	Documents Needed	File Format	Residents of Pudcherry	Residence by Service of Parents	Other State (NR) Applicants
1	Passport size Photograph	jpeg/png	✓	✓	✓
2	Signature	jpeg/png	✓	✓	✓
3	+2 or Equivalent certificate	pdf	✓	✓	✓
4	Age Proof (Birth certificate/SSLC)	pdf	✓	✓	✓
5	Digital Residence certificate	pdf	✓		
6	Community certificate (if claims)	pdf	✓		
7	PWD/FF/ESM/MSP certificate (if claims)	pdf	✓		
8	NSS/NCC/Bharat Scouts and Guides at HSE level (if claims)	pdf	✓		
9	Service certificate of Parent	pdf		✓	
10	Nativity certificate	pdf			✓

Table 12: Documents to be uploaded

23. In the **Attachments** page, upload (using browse button) your recent passport size photo and signature in **jpeg or png** format and all other documents in **pdf**. Try to upload legible

document with size less than or equal to the maximum allowed size (Maximum permitted sizes of uploading documents are as Photo : 100 kB, Signature : 50 kB and pdf files : 1 MB). Refer figure 14.

Figure 14: Upload the documents

TITLE	FILE	BROWSE
Photo		
Signature		
S.S.L.C or Birth Certificate (For Residents and Non-Residents)	SSLC - Copy.pdf	
HSE Mark List (For Residents and Non-Residents)	PLUSTWO.pdf	
Pondichery Residence Certificate (For Residents of Puducherry)		
Community Certificate (For Residents of Puducherry)		
Service Certificate (If claim		

24. Don't use symbols like +, -, = etc in the file names of uploading files. Eg: Don't use + symbol for HSE certificate; name it as 'plustwo' or 'plus2' and not as '+2'.
25. Each pdf file can have one or more pages as per requirement (Number of pages in a pdf file is not limited)
26. If the photo and signature are properly uploaded, they become visible. If documents are properly uploaded, after pressing the SAVE button, an "eye" mark appears left to the browse button. Clicking the eye mark opens the uploaded file. To change any of the uploaded files, browse and upload it/them again. Refer figure 14.
27. Applicants **need not upload Transfer Certificate and Conduct Certificate** in on-line application, but should be produced at the time of admission.
28. All stages starting from Biodata will be auto-navigated to the next on clicking SAVE button, except the one after attachments. After uploading the required documents, click SAVE button and manually go to the last section **Complete Registration Process**.
29. Manually go to **Complete Registration Process** section. Print/Preview your application. Refer figure 15.

Figure 15: Preview/Finalize

Complete Registration Process

Shri./Master Tharan Sandeep

Print/Preview your Application

DECLARATION

I hereby declare that all the information given by me in this application is true and correct to the best of my knowledge and belief. I also note that if any of the above statements are found to be incorrect or false, I am liable to be disqualified and my application may be cancelled. I have read and I understand the rules and regulations from the prospectus as well as from the website.

Accept Declaration

Finalize and Submit

30. Verify the details entered by checking the pdf file generated. The preview pdf generated will have "Preview" watermark. This is not the final file. Refer figure 16.

Figure 16: PDF Preview generated

Preview

GOVERNMENT OF PUDUCHERRY
Mahatma Gandhi Government Arts College
(AFFILIATED TO PONDICHERRY UNIVERSITY)
 P.O New Mahe - 673 311
 04902332319, Email: mggac.mahe@nic.in

APPLICATION FOR ADMISSION TO DEGREE COURSES - 202

APPLICATION NUMBER	
1. Name of Applicant (in BLOCK letters)	THARAN SANDEEP
2. Age/DOB/Gender	17 2006-05-24 M
3. Name of Father/Guardian	SANDEEP K V
4. Mobile Number	9447546957
5. Email ID	kvsandeep07@gmail.com
6. Are you a resident of Puducherry	No
7. Nationality	Indian
8. Communication Address	S/O SANDEEP K V, NEAR SS TEMPLE, PAYYANUR, KANNUR-670307

31. If the applicant **wants to edit the details**, CLOSE the pdf file generated and go to the admission page, edit and click the **SAVE** in each stage.
32. **If any of the entries from Biodata to Qualifying Examinations (including) is/are changed, then the choices will be deleted. So if changes are made in the previous sections, save the changes made in each, and re-enter the choices.**
33. Accept the declaration and **FINALIZE & SUBMIT**. Refer figure 15.
34. Once again Click **Print/Preview your application**. Download and keep the soft/hard copy of the pdf file generated (Application Form) with the applicant. This document will act as the acknowledgement for submission of application. Take the print of the same and use it for future reference.

Figure 17: PDF Final generated

Final



GOVERNMENT OF PUDUCHERRY
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 04902332319, Email: mggac.mahe@nic.in

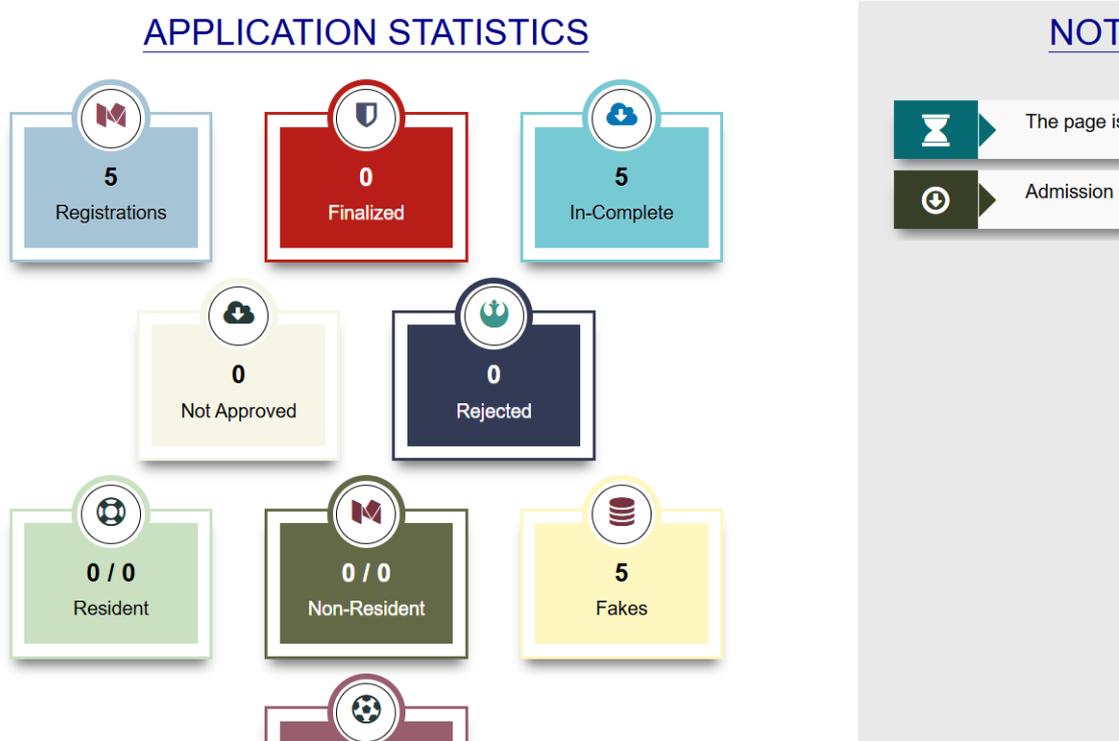
APPLICATION FOR ADMISSION TO DEGREE COURSES - 202

APPLICATION NUMBER	
--------------------	--

1. Name of Applicant (in BLOCK letters)	THARAN SANDEEP	
2. Age/DOB/Gender	17 2006-05-24 M	
3. Name of Father/Guardian	SANDEEP K V	
4. Mobile Number	9447546957	
5. Email ID	kvsandeep07@gmail.com	
6. Are you a resident of Puducherry	No	
7. Nationality	Indian	
8. Communication Address	S/O SANDEEP K V, NEAR SS TEMPLE, PAYYANUR, KANNUR-670307	

35. The applicant should complete the application procedures by clicking **FINALIZE & SUBMIT**. Printout of PDF application file with **FINAL watermark and college logo** only will be considered for admission procedures. It is the responsibility of the applicant to ensure all the required details are entered and the files are attached. Refer figure 17
36. Once the application is submitted, applicant can not edit any of the data entered.
37. Log out the session
38. The applicant can view the application form, print application, know the merit mark and allotment status (when the rank list is published), download admit card (when generated), etc., by signing in to the applicant's dashboard
39. After submission of application, the applicants should visit the admission page regularly. They should check whether their application is **rejected, approved or not-approved** from the home page (Click on each button. Refer figure 18).

Figure 18: Application Statistics



40. If **not-approved**, applicants can find the reason for the same. **Request to enable editing facility** in the already submitted application (will be notified on the website). Make required corrections, save each section, again Finalize and Submit, before the last date given to do so.
41. If the applicant is in **Approved** list, he/she can wait for the trial rank-list. If the applicant has any objection in the trial rank-list published, it should be raised through proper channel (will be notified on the website).
42. Final rank-list will be published, after checking the objections (if any) raised by the applicants.
43. Allotments will be made based on the final rank-list published.